

UNIVERSITY *of* MANITOBA

WINNIPEG



EDUCATION

Session 1936-37

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FACULTY ANNOUNCEMENT

University of Manitoba

WINNIPEG

*Incorporated by Act of the Manitoba
Legislature, 1877*

*Definitely Reorganized as a Provincial
University, 1917*

EDUCATION

1936-1937

Visitor

HIS HONOUR WILLIAM J. TUPPER, K.C.
Lieutenant-Governor of Manitoba

Chairman Board of Governors

HON. ANDREW K. DYSART, M.A., LL.D.

Chancellor

JOHN W. DAFOE, LL.D.

President and Vice-Chancellor

SIDNEY E. SMITH, M.A., LL.B.

Registrar

W. J. SPENCE, B.A., LL.D.

Assistant Registrar

W. B. H. TEAKLES, B.A.

Bursar

F. W. CRAWFORD

Assistant Bursar

C. G. FIELDHOUSE

BOARD OF GOVERNORS, 1935-1936

Chairman

HON. A. K. DYSART, M.A., LL.D.

Vice-Chairman

H. A. BERGMAN, K.C.

Secretary

F. W. CRAWFORD

Appointed for a three-year term ending May 31st, 1936:

HON. A. K. DYSART, M.A., LL.D.
FRANK W. NICKS, ESQ.

Appointed October 18th, 1934, for a term ending May 31st, 1936:

ARTHUR A. TISDALE, ESQ.

Appointed for a three-year term ending May 31st, 1937:

MRS. MARY SPEECHLY, M.A.
CHRISTOPHER A. ADAMSON, M.A.
WILLIAM J. PARKER, B.S.A.

Appointed for a three-year term ending May 31st, 1938:

HJAMAR A. BERGMAN, K.C.
PAUL F. BREDT, B.S.A.
LOUIS D. COLLIN, B.L., M.D.

Elected by the Alumni for a one-year term ending May 31st, 1936:

EWART H. MORGAN, M.C., M.A.

Elected by the Alumni for a three-year term ending May 31st, 1937:

EDWARD B. PITBLADO, B.A., LL.B.

Elected by the Alumni for a three-year term ending May 31st, 1938:

FRANK D. MACCHARLES, B.A.

Members ex officio:

JOHN W. DAFOE, LL.D.

Chancellor.

SIDNEY E. SMITH, M.A., LL.B

President.

COUNCIL OF THE UNIVERSITY, 1935-1936*

Chairman:

JOHN W. DAFOE, LL.D., Chancellor.

Vice-Chairman:

SIDNEY E. SMITH, M.A., LL.B., Vice-Chancellor.

President of the University:

SIDNEY E. SMITH, M.A., LL.B.

Appointed by the General Faculty Council of the University:

W. TIER, M.A.

E. P. FETHERSTONHAUGH, M.C., B.Sc.

A. T. MATHERS, M.D., C.M.

ALFRED SAVAGE, B.S.A., D.V.M., M.R.C.V.S.

D. S. WOODS, M.A., Ph.D.

A. H. R. BULLER, B.Sc., Ph.D., D.Sc., LL.D., F.R.S.C., F.R.S.

Appointed by the Lieutenant-Governor-in-Council:

ROBERT FLETCHER, B.A., LL.D.

WILLIAM A. MCINTYRE, B.A., LL.D.

G. J. REEVE, M.A.

ROBERT MILNE, B.S.A.

MISS ELSIE E. MOORE, B.A.

MRS. JORUN LINDAL, B.A., LL.B.

Elected by the Graduates of the University in Arts and Science:

JAMES E. COYNE, B.A., LL.B.

CHARLES W. LAIDLAW, M.A.

Elected by the Graduates of the University in Engineering and Architecture:

JAMES C. TRUUMAN, B.Sc. (C.E.)

Elected by the Graduates of the University in Medicine:

JOHN A. GUNN, C.B., O.B.E., B.A., M.D.

Elected by the Graduates of the University in Agriculture and Home Economics:

TED L. TOWNSEND, B.S.A.

Elected by the Members of the Law Society of Manitoba:

C. RHODES SMITH, B.A., LL.B.

Appointed by St. Boniface College:

HON. JAMES E. P. PRENDERGAST, B.A., LL.B.

REV. H. BOURQUE, S.J., LL.D.

Appointed by St. John's College:

REV. W. F. BARFOOT, M.A.

REV. H. G. G. HERKLOTS, M.A.

Appointed by Manitoba College:

REV. J. MACKAY, M.A., D.D.

REV. A. B. BAIRD, M.A., D.D., LL.D.

Appointed by Wesley College:

REV. J. H. RIDDELL, B.A., D.D., LL.D.

J. K. SPARLING, M.A., LL.B.

Appointed by the College of Physicians and Surgeons:

WILLIAM TURNBULL, M.D.

Appointed by St. Paul's College:

REV. J. S. HOLLAND, S.J., B.A.,

JAMES MCKENTY, M.D., C.M.

*The University Council for 1936-1937 will be constituted in September, 1936.

OFFICERS OF ADMINISTRATION, 1936-1937

President

SIDNEY E. SMITH, M.A., LL.B.

Registrar

W. J. SPENCE, B.A., LL.D.

Assistant Registrar

W. B. H. TEAKLES, B.A.

Bursar

F. W. CRAWFORD

Assistant Bursar

C. G. FIELDHOUSE

Dean of Faculty of Arts and Science

W. TIER, M.A.

Dean of Faculty of Engineering and Architecture

E. P. FETHERSTONHAUGH, M.C., B.Sc.

Dean of the Faculty of Medicine

A. T. MATHERS, M.D., C.M.

Secretary of the Faculty of Medicine

A. N. MACLEOD, B.A., M.D., C.M.

Dean of Faculty of Agriculture and Home Economics

ALFRED SAVAGE, B.S.A., D.V.M.

Dean of Faculty of Education

D. S. WOODS, M.A., Ph.D.

Secretary of the Faculty of Education

H. R. LOW, M.A., B.Sc., B.Ed.

It is to be distinctly understood that the regulations regarding courses of study, examinations, fees, etc., contained in this announcement are intended for the current year only. Nor does the University hold itself bound to adhere absolutely to the curriculum and conditions laid down herein.

CURRICULA IN EDUCATION

The University of Manitoba confers two degrees in Education: Bachelor of Education (B.Ed.) and Master of Education (M.Ed.). The requirements for those who would proceed to these degrees are set forth below.

For the degree of Bachelor of Education, a two-year course is provided, of which the first year is taken in residence, and the second year under direction for the first part, and in residence, during the summer Session, for the second part. The first year's work in residence consists of courses of study and practice approved jointly by the University and by the Advisory Board of the Department of Education, and leads to the granting, by the University, of a Diploma in Education, and by the Department, of an Interim Collegiate Certificate. The second year's work consists of further study and research and leads to the granting, by the University, of the degree of Bachelor of Education (B.Ed.).

For the degree of Master of Education, a third year of study and research, under direction for the first part, and in residence during the Summer Session, for the second part, is provided. Upon the successful completion, in accordance with the regulations of the Committee on Post-Graduate Studies, of this work including the preparation of an approved Master's thesis, the degree of Master of Education (M.Ed.) is granted by the University.

REGISTRATION

Applicants for admission to the first year's work only, as leading to a Diploma in Education, should apply to the Registrar not later than September 1st, 1936, and should submit, with their application the following certificates, on official forms provided by the Registrar:

- (a) Certificates of affidavits of age, health, and good moral character.
- (b) Certificate of graduation, and transcript of any courses taken in any university other than the University of Manitoba.

Before registering, students should consult the Dean of the Faculty for additional information and advice concerning the work of the First Year.

Applicants for admission to the second and third year's work should apply to the Registrar not later than December 1st, and should consult the Dean concerning options.

BACHELOR OF EDUCATION

1. To be accepted as a candidate for the degree of Bachelor of Education, an applicant must hold the degree of Bachelor of Arts of the University of Manitoba, or an equivalent degree.
2. Application for admission to candidacy for the degree of Bachelor of Education shall be made to the Registrar, either in person or by mail, not later than September 1st, 1936, for the first year's work, and not later than December 1st, 1936, for the second and subsequent year's work.
3. Instruction in the first year's work begins on September 16th, 1936, and closes on May 12th, 1937.

All students are expected to be regular in their attendance at lectures and in practical work.

If a student's attendance and progress are unsatisfactory, the instructor shall report the case to the Dean, who shall lay it before the Committee on Attendance and Progress of Students. If the attendance and work continue to be unsatisfactory, the Committee, with the concurrence of the instructor and the Committee on Discipline of the General Faculty Council, has power to exclude such student from classes or examinations or both.

4. At the close of each term, there will be a final examination in the subjects that have been completed during the term.

The final standing of students is determined by the combined results of the instructors' term records and of the final examinations. Term records may account for as much as 40% of the total mark assigned a student in any course. A standing of at least 60% will be required in each course.

5. Admission to the second year's work is granted to all who have completed satisfactorily the first year's work, and have taught for one year, and also to teachers in service whose academic and professional qualifications represent the equivalent of this work.
6. Direction of the second year's work begins in the first week of December, and class instruction is given during the subsequent Summer Session. The work consists of three courses of study, ending at the close of the Summer Session, and the preparation of three type-written term papers, embodying the results of individual research in connection with the three courses taken. These term papers are to be delivered or mailed to the Dean not later than November 15th of the year in which the corresponding courses are taken.

Upon satisfactory completion of the second year's work, the student will receive the degree of Bachelor of Education.

N.B.—In the selection of students for admission to the First Year of the course in Education, preference will be given for the present to students who, in the Senior Division, have taken at least sixteen units of work in the following subjects which have application to the High School curriculum (eight units in sequence to be taken from each of two groups)

- | | | |
|-----------|---|-------------------------------------|
| Group I | — | English, History, Economics |
| Group II | — | Latin, Greek, French, German |
| Group III | — | Mathematics |
| Group IV | — | Physics, Chemistry, Botany, Zoology |

For the entering class of 1938-1939 the minimum programme of subjects applicable to the High School curriculum indicated above will be obligatory for all students.

MASTER OF EDUCATION

1. To be accepted as a candidate for the degree of Master of Education, an applicant must hold the degree of Bachelor of Education of the University of Manitoba, or possess such qualifications as the Committee on Post-Graduate Studies of the General Faculty Council may deem to be the equivalent of this degree.
2. Direction of the work for this degree begins in the first week of December, and class instruction is given during the subsequent Summer Session. The work consists of three courses of study, ending at the close of the Summer Session, and the preparation of the three type-written term papers, embodying the results of individual research in connection with the three courses taken. These term papers are to be delivered or mailed to the Dean not later than November 15th of the year in which the corresponding courses are taken.
3. In addition to the above, candidates must submit a thesis on some topic approved by the instructor in charge of the course from which the subject is chosen and also the Committee on Post-Graduate Studies. The thesis must be based on an investigation which involves the use of the objective method. It shall be graded for degree credit by the instructor under whose direction it has been prepared, and by at least two other persons appointed by the Committee on Post-Graduate Studies.
4. Candidates for the degree of Master of Education shall also, by a final comprehensive examination, either oral or written, show proficiency in the whole field of their course. This examination shall be held at such times and under such conditions as the Committee on Post-Graduate Studies shall determine. The pass mark for all examinations, and for the thesis, shall be the same as for the Master's degree in all other fields. Upon satisfactory completion of the above work, including the thesis, the student will receive the degree of Master of Education.

OUTLINE OF COURSES IN EDUCATION

1. FIRST YEAR.

The instruction and practice of the First Year of Education is intended to create an awareness of the many problems of the continuous school extending, as it does, from the primary grades to entrance upon university work. It is also intended to equip the student with a mastery of method and management necessary for admission to the teaching profession. Accordingly, the course of the First Year of Education, although broad and general, provides opportunity for the co-ordination of theory and practice, in so far as that may be done within one year. This is not considered a completion year, neither is it thought that growth through the experience which follows will constitute a well-rounded training. Hence, the work of the First Year is considered but a step toward the degree of Bachelor of Education.

- a. (1) Elementary school methods: Oral and Written Expression, Reading, Grammar and Composition, Arithmetic, History and Civics, Geography, Music and Drawing.
- (2) Observation and Practice teaching in the elementary and intermediate grades.
- b. (1) Students may elect any two of the following methods courses for the secondary school: Latin, French, Science, Mathematics, English, History and the other Social Studies.
- (2) Observation and practice teaching in the intermediate and high school grades. Throughout the year, each student will be required to teach at least 50 periods.
- c. Physical and Health Education. One afternoon of each week will be devoted to Physical and Health Training. This course is compulsory for all students unless exempted by medical certificate.
- d. History and Philosophy of Education.
 - The Philosophy of Education (Autumn Term)
 - The School in the Social Order (Winter Term)
- e. The Science of Education.
 - Principles of Teaching and Classroom Management
 - Educational Psychology
 - Mental and Achievement Tests
- f. School Administration and Law.
 - (1) School Law and Regulations
 - (2) School Administration.
- g. Term Report. Each student will be required to submit a Term Report on some topic to be arranged in consultation with the Dean and to be completed after the close of the year's work as a requirement for permanent certification.

2. SECOND YEAR

(a) Required course:

Either

1. The Psychology of School Subjects

or

2. The Nature, the Needs and the Training of Children.

(b) Optional Courses*—Any two of the following:

3. Mental and Achievement Tests, their Construction and Use.

4. History of Canadian Education.

5. Systems of Public School Administration and Supervision.

6. The Administration and Supervision of Schools in Rural Areas.

7. Teaching and Supervision of Reading, Children's Literature and the Use of the School Library.

8. Teaching and Supervision of Arithmetic, Spelling and Handwriting.

9. Teaching and Supervision of English.

10. Teaching and Supervision of History and the Social Studies.

11. Teaching and Supervision of Mathematics.

12. Teaching and Supervision of the Physical and Biological Sciences.

13. Teaching and Supervision of Modern Languages.

3. THIRD YEAR

(a) Required courses:

14. Methods of Educational Research
and either

15. Principles and Practices of Teaching and of the Supervision of Instruction.

or

16. History of Educational Thought.

(b) Optional Courses*:

Any one of the following, if not already taken.

3. Mental and Achievement Tests, their Construction and Use.

5. Systems of Public School Administration and Supervision.

17. The Psychology of Learning.

18. Statistical Methods applied to Education.

19. The Curriculum.

20. The Organization and Management of Secondary Education.

21. Problems of School Administration and Finance.

4. THE SCOPE OF INSTRUCTION AND TEXTS FOR GUIDANCE IN DIRECTED STUDY.

1. **The Psychology of School Subjects.** The psychology of the school subjects at the different grade levels will be discussed and the results of the relevant psychological studies examined. A knowledge of the psychology of the school child is a necessary background.

Judd, C. H., *Psychology of Secondary Education*.

Wheat, H. G., *The Psychology of the Elementary School*.

*Optional Courses will be selected in consultation with the Dean.

N.B.—As a prerequisite to enrolment in Courses 9 - 13, special academic qualification are required, including the completion of the courses of the second year of the Senior General Division in Arts or Science in the subjects concerned. This is also a requirement for admission to the Third Year.

2. **The Nature, the Needs and the Training of Children.** The methods of study of child development and the results obtained will be discussed. The emotional, social and intellectual aspects of the child will be emphasized in relation to the child as a whole.
Norsworthy and Whitley, *The Psychology of Childhood*.
Isaacs, *Intellectual Growth in Young Children*.
Isaacs, *Social Development in Young Children*.
3. **Mental and Achievement Tests,** their Construction and Use.
This course is intended to give a systematic survey of the field of intelligence and achievement testing. The subject will be developed historically. The basic theories of testing will be discussed and finally the methods of constructing valid and reliable tests will be studied.
Terman, *The Measurement of Intelligence*.
Ballard, *Mental Tests*.
Tiegs, *Tests and Measurements for Teachers*.
4. **History of Canadian Education.** This origin and development of provincial school systems showing trends in Canadian Education.
Hodgins, *Historical and Educational Papers and Documents of Ontario*.
Shortt & Doughty, *Canada and Its Provinces*.
Weir, *The Separate School Question in Canada*.
5. **Systems of Public School Administration and Supervision.** Nationalism and the evolution of state systems of public instruction. A comparative study of the educational systems of Germany, France, England, Denmark, the United States and Canada.
Reisner, *Nationalism and Education since 1789*.
Kandel, *Comparative Education*.
6. **The Administration and Supervision of Schools in Rural Areas.** A study of the social and civic service rendered by the public school. An examination of the physical and curricular provisions and of the administrative, supervisory and teaching practices of one-room and graded schools.
Finney and Zeleny, *An Introduction to Educational Sociology*.
Ferris, *The Small High School*.
Foght, *Survey of Education in Saskatchewan*.
Sadler and others, *The Folk High Schools of Denmark*.
Jaggers, *Administering the County School System*.
Kyte, *How to Supervise*.
Butterworth, *The Parent-Teacher Association*.
7. **Teaching and Supervision of Reading, Children's Literature and a Study of the Use of the School Library.** A study of the problems relating to the development of proper reading habits. The place of the school library in the study activities of the classroom and in cultivating reading interests.
Dolch, *Psychology and Teaching of Reading*.
Gray, *Summary of Investigations Relating to Reading*.
Buswell & Judd, *An Experimental Study of the Eye-Voice Span in Reading*.
Gray, *Remedial Cases in Reading, Their Diagnosis and Treatment*.
8. **Teaching and Supervision of Arithmetic, Spelling and Handwriting.** A study of the objectives and procedures in the teaching and supervision of arithmetic, spelling and handwriting. An examination of

studies of subject-matter difficulties and methods of diagnostic and remedial teaching.

Buswell & Judd, *Survey of Educational Investigation Relating to Arithmetic*.

Buswell & John, *Diagnostic Studies in Arithmetic*.

Judd, *Psychological Analysis of the Fundamentals of Arithmetic*.

9. **Teaching and Supervision of English.** A study of objectives, content of curriculum, methods of teaching and of the supervision and testing of English in the Secondary School.
Newbolt & Others, *The Teaching of English in England*.
Lyman, *The Enrichment of the English Curriculum*.
Lyman, *Summary of Investigations Relating to Grammar*.
Pritchard, *Training in Literary Appreciation*.
10. **Teaching and Supervision of History and Other Social Studies.** A consideration of objectives, the organization of the curriculum, methods of teaching and testing with special reference to investigations and recent trends in the selection and grading of subject matter.
Johnston, *The Historian and Historical Evidence*.
Kelley & Krey, *Tests and Measurements in the Social Sciences*.
Lyman & Seignobos, *Introduction to the Study of History*.
Reports of Committees on the Teaching of History and the Social Studies.
11. **The Teaching and Supervision of Mathematics.** The content and methods of teaching of mathematics in the elementary and secondary schools will be studied in relation to modern trends in education and in the light of results of recent research.
Durell, C. V., *Teaching of Elementary Algebra*.
Shibli, J., *Recent Developments in the Teaching of Geometry*.
Smith & Reeve, *Teaching of Junior High School Mathematics*.
Yearbooks of National Council of Teachers of Mathematics.
12. **Teaching and Supervision of the Physical and Biological Sciences.** A study will be made of the contributions of educational research to the teaching of Science and of investigations relating to the content of Science courses of the different grades. The techniques of investigation and experimentation will be examined and discussed.
Curtis, F. D., *Investigations in the Teaching of Science*.
Hunter, G. W., *Science Teaching*.
13. **Teaching and Supervision of Modern Languages.** A study of the following problems in modern language instruction; objectives, place of reading, vocabulary and idiom, grammar content, and methods of teaching grammar, pronunciation and phonetics, testing and the supervision of instruction.
Cole, *Modern Foreign Languages and Their Teaching*.
Hard, *Psychology of Foreign Language Study*.
Coleman, *Experiments and Studies in Modern Language Teaching*.
14. **Methods of Educational Research.** A consideration of the general literature and studies typical for the historical method, the normative method and the school survey. A brief study will be made of educational statistics, bibliography, and attention directed to the writing of term papers and theses.
Almack, *Research and Thesis Writing*.
Johnson, *The Historian and Historical Evidence*.
McCall, *How to Experiment in Education*.
Monroe, *Ten Years of Educational Research*.

15. **Principles and Practices of Teaching and of the Supervision of Instruction.** A study will be made of the school as a social institution, of the selection and organization of subject matter to meet the objectives of general education, of teaching and supervisory practices to provide for the growth of effective habits of study and proper attitudes toward individual and social improvement.
Morrison, *Basic Principles of Education*.
Morrison, *The Practice of Teaching in the Secondary School*.
Nunn, *Education, Its Aims and Ideals*.
United States Department of the Interior, *Bulletin 1932, No. 17, Monograph No. 13—Provisions for Individual Differences*.
16. **History of Educational Thought.** A study of the contributions of educational leaders in ancient, medieval and modern times and an evaluation of their theories and writings.
Boyd, *The Educational Theory of Jean Jacques Rousseau*.
Monroe, *Source Book in the History of Education*.
Woodward, *Education During the Renaissance*.
17. **The Psychology of Learning.** An analysis will be made of investigations into the psychology of learning and related mental processes. The different theories with regard to learning will be examined.
Koffka, K., *Growth of the Mind*.
Spearman, C., *Nature of Intelligence and Principles of Cognition*.
Thorndike, E. L., *The Fundamentals of Learning*.
18. **Statistical Methods Applied to Education.** A course in the methods for dealing with quantitative data and for making interpretations therefrom. Exercises will be given and studies of statistical works made.
Fisher, R. A., *Statistical Methods for Research Workers*.
Holzinger, K. J., *Statistical Methods*.
Otis, A. S., *Statistical Methods in Educational Measurement*.
19. **The Curriculum.** A study of the evaluation of the school curriculum, seen in relation to changing social, economic and political conditions. Recent trends in curriculum making in Canada, the United States and Europe.
Caswell, Hollis and Campbell, *Curriculum Development*.
Dewey, *The Child and The Curriculum*.
Bobbitt, *The Curriculum*.
20. **The Organization and Management of Secondary Education.** A study of types of secondary school organization including the junior high school, the senior high school and the junior college, and the problem of integrating instruction and courses of study. Special attention will be given to the problems peculiar to each level of secondary education.
Briggs, *Secondary Education*.
Dyde, *Public Secondary Education in Canada*.
Koos, *The Junior College Movement*.
21. **School Administration and Finance.** A study of the sources of school revenue, of the ability and effort of communities to support public schools, and of the extent and methods of distributing state aid to education. Attention will be given to school organization and administration in the rural and urban districts of several countries.
Graves, *Administration of American Education*.
Morrison, *School Revenue*.
Mort and Others, *State Support for Public Education*.
Woods, *Financing the Schools of Rural Manitoba*.

COURSES OF THE SECOND AND THIRD YEARS TO BE OFFERED UNDER DIRECTION AND DURING THE SUMMER SESSION OF 1937

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|------------|---|
| 9.30 a.m. | 2. The Nature, the Needs and the Training of Primary School Children. |
| 10.30 a.m. | 3. Mental and Achievement Tests. |
| 1.30 p.m. | 7. Teaching and Supervision of Reading, Elementary School Literature and the Use of the School Library. |
| 2.30 p.m. | 8. Teaching and Supervision of Arithmetic, Spelling and Handwriting. |
| 11.30 a.m. | 9. Teaching and Supervision of English. |
| 11.30 a.m. | 10. Teaching and Supervision of History and the Other Social Studies. |
| 2.30 p.m. | 11. Teaching and Supervision of Mathematics. |
| 8.30 p.m. | 14. Methods of Educational Research. |

AUTUMN AND WINTER LECTURE COURSES IN THE SECOND AND THIRD YEARS

Provision is made for conducting courses of the Second and Third Years in Education by means of evening classes held at the Broadway Site of the University. Classes will commence during the first week of October and will continue to March 31st following. Progress examinations will be conducted at the time of the regular University examinations in December and April. Term papers will be required in each course and should be presented to the Dean on or before April 15th.

Courses for 1936-37.

2. The Nature, the Needs and the Training of Primary School Children.
15. Principles and Practices of Teaching and of the Supervision of Instruction.

N.B.—The regular registration and tuition fees will be charged for these courses. The fee for Course 2 is \$15.00 and the fee for Course 15 is \$20.00.

GOWN AND HOOD

A student receiving a Diploma in Education shall wear, at Convocation the gown and hood of his senior academic degree.

The hood for the degree of Bachelor of Education shall have a royal blue silk lining.

The hood for the degree of Master of Education shall have a royal blue lining.

GENERAL PROFICIENCY MEDALS

A gold medal will be awarded for general proficiency, to candidates for the degree of Bachelor of Education.

LIBRARY

Excellent library facilities are available for all students registered in Education. Students doing directed extra-mural reading should make application for books to the Faculty of Education Library, Room 310 Administration Building, Fort Garry. Books may not be kept on loan, without reissue, for a period of more than two weeks. Students of this Faculty are entitled also to the use of the other libraries of the University.

LOCATION OF INSTRUCTION

Courses in Education are conducted on the Fort Garry site. Students of the First Year will meet for the first time in Room 202 Administration Building at 10.00 a.m. on the morning of September 17th, 1936. The Autumn Term closes on Friday, December 18th. The Winter Term opens on Monday, January 4th, 1937, and closes on Friday, May 7th.

FEES

Plan of Payment of Fees

All fees, including those for tuition, board and room, and miscellaneous fees, are payable to the Bursar either at the Broadway building or at the Fort Garry site, Winnipeg. All cheques or money orders used for the payment of fees, should be drawn in favor of the University of Manitoba, and, if mailed, should be addressed to the Bursar of the University of Manitoba, Winnipeg.

All fees, other than those for tuition, are payable in advance, at the time of registration. One-half of the tuition fee is payable in advance, and the other half is payable at the commencement of the second term.

Any departure from this plan of payment subjects the portion of the fees which is payable at the time of registration, if unpaid after October 15th, to a charge of 1% per month or portion thereof. If the second half of the tuition fee or any portion of it remains unpaid after January 10th, it will be subject to a similar charge.

Regular students who tender the first payment of fees after the last date set out in the calendar for the payment of fees, shall be required to pay a late admission fee of \$2.00.

Supplemental examinations must be paid for at the time application is made for them.

All students in Education shall be required to pay fees at the head office of the University at the Fort Garry Site.

Final enrolment for classes and the payment of fees shall be made on September 16th and 17th, 1936.

First Year in Education

Registration.....	\$ 10.00
Examination.....	15.00
Tuition.....	115.00
Library Fee.....	2.00
Caution Money.....	5.00
Student Organization Fee.....	8.50
Fee for Diploma in Education.....	10.00

Second Year in Education

Registration.....	\$ 10.00
Tuition per subject.....	15.00
Library Fee, each session.....	2.00
Fee for degree of B.Ed.....	10.00

Third Year in Education

Registration.....	\$10.00
Tuition fee, per subject.....	20.00
Library fee, each session.....	2.00
Fee for degree of M.Ed.....	10.00

Library Fee

An annual library fee of \$2.00 is required from each student in Education taking any University classes and is payable at time of registration.

General

Re-reading, each paper.....	\$2.00
For a Transfer of Standing.....	5.00
For a Certificate of Standing.....	2.00
For a Statement of Marks, on request.....	1.00
For use of a Locker, each annual session.....	1.00

Caution Money

All under-graduate students registering for classes in the University, all candidates for the degree of M.Sc., and all candidates for the degree of M.A., or M.Ed., who are taking a full programme of preliminary work, and all candidates for the Diploma in Education, are required to deposit with the Bursar at the beginning of each session the sum of \$5.00. Against this will be assessed the value of all equipment broken or materials wasted in any way other than in the legitimate course of class work. If the amount is inadequate, a further assessment may be made if the need therefor appears. Unforfeited balances will be refunded at the close of the session, but not prior to that time under any circumstances.

Student Organization Fees

The annual fee of \$8.50 set by the University student group in the First Year of Education, and approved by the Board of Governors, is payable to the Bursar by all under-graduate students.

Supplemental Examination Fees

A fee of \$5.00 for one supplemental paper and a further fee of \$1.00 for each additional paper, up to a maximum of \$8.00 at each examination session.

Refunds

The following fees are not refundable, viz., entrance fees, fees for transfer of standing, fees for late admission and fees for re-reading of examination papers. In any adjustment of fees by refund, a sum of \$5.00 is not refundable under any circumstances.

Fees other than the above are refundable pro rata, the amount depending upon the proportion of the fee used and subject to the conditions set out below. For the fall term, a refund to be considered, must originate before November 30th of the term for which the fee is charged, and application for such refund must be in the hands of the Registrar of the University for checking and forwarding to the Bursar, on or before December 31st of that term. For the spring term, a refund, to be considered, must originate before March 15th of the term for which the fee is charged, and application for such refund must be in the hands of the Registrar on or before April 15th of that term.

THE MANITOBA UNION

The residence building at the Fort Gary site of the University is operated for students as the centre of their social and community life. There are in this building facilities to provide living accommodation for five hundred students, men and women, besides gymnasium, baths, swimming pools, and recreation rooms for all who use the campus.

Application for rooms in the Manitoba Union must be made to the Bursar's office in the Administration Building at the Fort Garry site. The receipt given by the Bursar's office for the payment made, should then be

taken to the Dean of Women by women students, or to the Dean of the Men's Residence by men students, by whom rooms will be allotted.

Students who enter the residence are required to sign an agreement to pay the charge for the full term at the rate of \$6.50 per week for board and room, which, for the convenience of the student, is payable monthly in advance. In case of withdrawal, the unused portion of the fees paid, is refundable, providing the student has given one week's notice of withdrawal. If the notice has not been given, the fee for one week's board and room will not be refunded when the student withdraws.

The following represents the approximate cost of board and room for a full session:

First Term.....	\$ 87.30
Second Term.....	115.20
Caution Money.....	5.00
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	\$207.50

Against the caution money will be assessed the value of all property broken or damaged by the student, and the balance will be refunded at the close of the session. If keys are not returned the value thereof will be deducted from caution money.

UNIVERSITY BOOK DEPARTMENT

In order to ensure prompt and reliable service in connection with the supply of text books, notebooks and other materials for students' use, the University operates a book store with branches in the Broadway Buildings of the University near the Osborne St. entrance, and in the Arts Building on the Fort Garry site, at which everything of this nature can be purchased at the lowest possible prices. Students are urged to make full use of the facilities provided. Any who expect to have available time during the summer are strongly advised to secure as many texts as possible before leaving for the vacation. Students when out of town may secure their books and supplies by mail.

Address all orders to:

The Manager,

UNIVERSITY OF MANITOBA BOOK DEPARTMENT
WINNIPEG

